2025

<<Name>>

<<Address of parent>>

Dear Parent,

**Re: Child Name**: << Student full name>> **Class**: <<Tutor Group>>

**School:** Cottenham Primary School

We have noticed that <<forename>>’s attendance has deteriorated, currently <<YTD attendance>>%. <<forename>>’s attendance data is available to view by logging in to your MCAS account. Should you require assistance with logging in please contact the School Office.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

We will continue to monitor <<forename>>’s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on <<forename>> attending school regularly or if you are concerned about your child’s attendance, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

We know that a lot of families already have a supportive network of relatives, friends and community groups. However additional support is also available for families via an Early Help Assessment, where help can be provided from trained professionals who can provide support, signposting and access your community offer. If you would like to discuss this process in more detail, please contact Mr Moore our Attendance Champion.

Further support is also available in the community, so more information can be found on the HAY website. Please scan the QR code below:

A qr code with a logo

Description automatically generatedYours sincerely

Gabriella Perkins  
Attendance Officer